



Oakland

LGBTQ COMMUNITY CENTER

Job Title: Youth Outreach Coordinator

Department: Family & Youth Services

Reports To: Youth Services Manager

FLSA Status: Full-time, Salaried, Exempt

Salary: \$71,000–\$73,000 per year

Location: Town Youth Center (TYC)- 458 Santa Clara Ave., Oakland, CA 94610

Position Summary: The Youth Outreach Coordinator supports youth impacted by violence through peer support, outreach, and care management under the Department of Violence Prevention (DVP) and Foster Youth-funded programs. This role focuses on engaging LGBTQ+ youth, coordinating peer support meetings, and providing direct support to clients while assisting with community outreach and grant-funded activities. The ideal candidate enjoys working directly with youth, building trust, and connecting young people to care and resources.

Primary Role & Responsibilities

- Coordinate and support the delivery of at least 48 youth peer support meetings annually, serving approximately 240 duplicated youth participants.
- Facilitate and support peer-led group activities that promote healing, connection, and safety for LGBTQ+ youth impacted by violence.
- Provide care management and follow-up support for a caseload of at least 10 youth clients, including referrals, resource navigation, and documentation.
- Conduct outreach to engage LGBTQ+ youth through community events, schools, and partner organizations.
- Collaborate with internal staff and community partners to ensure coordinated and youth-centered services.
- Track and document program activities, attendance, and services in alignment with grant and reporting requirements.
- Participate in required meetings, trainings, and technical assistance activities related to DVP and Foster Youth funding.

Other Duties as Assigned

- Complete required administrative and grant-related data entry and documentation
- Support outreach events, tabling, and community engagement activities
- Attend internal meetings, partner meetings, and youth planning sessions
- Assist with program communications and promotion as needed
- Provide general program support to ensure smooth day-to-day operations

Minimum Qualifications

- Valid CA Driver's License
- High School Diploma or General Education Diploma
- Minimum of 3 years of experience working with youth, especially LGBTQ+ youth

- Strong organizational skills and ability to manage multiple responsibilities
- Comfort providing outreach, group support, and care coordination
- Ability to work evenings or weekends for youth programming as needed
- Clear communication skills and a collaborative work style
- Commitment to youth voice, healing-centered engagement, and equity

Compensation and Benefits:

The Center offers a competitive wage and benefits that includes employer-sponsored major medical, dental, vision and disability insurance, and generous paid time off including personal days, sick leave, and 14 paid holidays, including two floating holidays such as, day after Pride, and election day.

The Oakland LGBTQ Community Center is an equal opportunity employer committed to maintaining a culturally diverse work environment. Individuals with diverse experiences, people of color, bilingual English-Spanish-Cantonese speakers, lesbian, gay, bisexual and transgender individuals, women, and people living with HIV/AIDS or other disabilities are particularly encouraged to apply. This is grant funded.

Grant funded positions are time limited and contingent upon sufficient grant funding.

Please email your resume and cover letter to rosalind@oaklandlgbtqcenter.org